



Develop Your REAP—Decision Maker, Site Assessment, Goals and Timetables, or Action Team Activity

Answer Sheet: Task 4—Action Team

Use the following self-assessment checklists to evaluate your answers:

- ☐ The team members you identified are flexible and work well under pressure.
- ☐ The team members you identified are cross-functional, including such people as records and information manager; emergency managers; computer systems staff; safety director; staff with purchasing authority and contract management responsibilities; facility manager.
- ☐ You were authorized to approach supervisors of potential team members about the involvement of their workers in the project.
- ☐ You had team participants appointed in writing by their supervisor or upper management; and you had the team as a whole formally designated as the REAP Action Team by a directive or written formal approval.
- ☐ You defined responsibilities for the team as a whole as well as particular duties required for senior decision-making (the “Records Response and Recovery Manager”); for interaction with emergency personnel and facility management; for handling the news media; for managing supplies on hand; for acting as liaison with vendors; and for retrieving essential records. You assigned at least one backup for each responsibility and chain of command.